



SHERYL L. SPILLER
Acting Director

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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Board of Supervisors

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

March 06, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

18 March 6, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO EXTEND SEVEN REFUGEE EMPLOYMENT PROGRAM SERVICES
CONTRACTS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks a month-to-month extension of the current Refugee Employment Program (REP) contracts with the five agencies listed in Attachment A, for up to 12 months effective April 1, 2012.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Acting Director of DPSS or her designee to execute amendments with the five agencies listed in Attachment A, substantially similar to the attached amendment (Attachment B). The amendment will extend the contracts on a month-to-month basis for up to 12 months effective April 1, 2012 through March 31, 2013 for the provision of REP services to seven service areas Countywide. Attachment A provides the estimated cost for the extension for each of the seven REP contracts. The total estimated cost of \$3.4 million for the 12-month period is funded through Refugee Social Services (RSS) and Targeted Assistance (TA) grants. There is no net County cost associated with this Program as it is fully funded by federal grants.
2. Delegate authority to the Acting Director of DPSS or her designee to prepare and sign subsequent amendments for any increases or decreases by no more than ten percent to the maximum contract amount for increases or decreases in services effective April 1, 2012 provided that (a) sufficient funding is available, (b) prior Chief Executive Office (CEO) and County Counsel approval is obtained and (c) the Acting Director or her designee notifies the CEO in writing within ten business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DPSS to continue vital REP services to the County's refugee population while the REP solicitation is completed to establish new contracts. The REP providers deliver assistance to individuals and families to ensure their needs are met in order to obtain and retain employment while becoming acclimated to their new environment. REP services include acculturation, employment, training, educational and other non-traditional specialized services.

The awarding of new REP contracts is targeted for November 1, 2012. The current REP contracts expire March 31, 2012. Thus, it is necessary to extend the current contracts to allow for the completion of a competitive contract solicitation. The month-to-month extension for up to 12 months allows for any unforeseen delays. On January 17, 2012, the California Department of Social Services provided its approval of the extension effective April 1, 2012.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #1 - Operational Effectiveness: Maximize the effectiveness of the County's processes, structure and operations to support timely delivery of customer-oriented and efficient public services; and Goal #2 – Children, Family and Adult Well-Being: Enrich lives through integrated, cost-effective and client-centered supportive services.

FISCAL IMPACT/FINANCING

The REP contracts are funded through RSS/TA grants allocated to the County by the Federal Office of Refugee Resettlement (ORR), through the State Refugee Programs Bureau. The total estimated monthly cost of the seven REP contracts is \$283,313 and the estimated 12-month cost is \$3.4 million. The costs are contingent upon the actual allocations received from ORR. The estimated three-month cost of \$849,940 for April 1, 2012 through June 30, 2012 is included in the current year's Adopted Budget. Funding for Fiscal Year 2012-13 will be included in the Department's budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Refugee Act of 1980 created the Federal Refugee Resettlement Program to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency after arrival in the United States. The current contracts have a monthly flat fee per participant and do not include a Cost of Living Adjustment provision. The contracts include performance outcomes that measure contractor performance in the areas of employment, work participation and sanctions.

The contracts will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The County may terminate the contracts with a written 30 calendar day notice.

The contractors will not be asked to perform services which will exceed the contracts' rates, scope of work and contract term.

The CEO and County Counsel have reviewed this Board letter and the sample contract has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Acting Director of DPSS.

Respectfully submitted,



SHERYL L. SPILLER
Acting Director

SLS:vo

Enclosures

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer

**REFUGEE EMPLOYMENT PROGRAM SERVICES
ESTIMATED CONTRACT AMOUNTS BY AGENCY
FOR MONTH-TO-MONTH EXTENSION
APRIL 1, 2012 – MARCH 31, 2013**

Agency	REP Service Area	Supervisory District	Estimated FY 2011-2012 Cost (3 Months) April 2012 – June 2012	Estimated FY 2012-2013 Cost (9 Months) July 2012 – March 2013	Estimated 12-Month Contract Maximum
International Institute of Los Angeles	I	1, 3, 5	\$120,807	\$362,421	\$483,228
International Institute of Los Angeles	II	1, 2, 3, 4, 5	\$120,807	\$362,421	\$483,228
Armenian Relief Society of Western USA	III	1, 2, 3, 5	\$121,206	\$363,618	\$484,824
Jewish Vocational Service	IV	1, 2, 3, 4, 5	\$142,500	\$427,500	\$570,000
Armenian Relief Society of Western USA	V	5	\$119,067	\$357,201	\$476,268
Catholic Charities of Los Angeles	VI	3, 5	\$135,106	\$405,318	\$540,424
Community Enhancement Services	VII	1, 3, 5	\$90,447	\$271,341	\$361,788
Estimated Total Cost:			\$849,940	\$2,549,820	\$3,399,760

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA I CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And International Institute of Los Angeles For Refugee Employment Program Services In Service Area I*, dated April 1, 2008 and further identified as County Contract Number REP08001, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,561,108 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$120,807 (3 months)
Fiscal Year 2008-09	\$628,196
Fiscal Year 2009-10	\$483,228
Fiscal Year 2010-11	\$483,228
Fiscal Year 2011-12	\$362,421 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$40,269, with a maximum cumulative total of \$483,228.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Arnold for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

INTERNATIONAL INSTITUTE OF LOS ANGELES

By E. Stephen Voss
E. Stephen Voss, President and CEO

By Sandra Rosas
Herminia Evangelista, Accounting Director, CFO
Sandra Rosas

APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL

By David Beaudet
David Beaudet, Senior Deputy County Counsel

Attachment B-1
CONTRACTOR'S BUDGET

INTERNATIONAL INSTITUTE OF LA REFUGEE EMPLOYMENT PROGRAM - AREA 1 FISCAL YEAR BUDGET		International Institute of Los Angeles Refugee Employment Program - Area 1 Budget											
Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,265													
REVENUE:													
County of Los Angeles		SALARY EXPENSES											
TOTAL REVENUE		\$483,228		\$483,228									
PROGRAM EXPENSES													
PERSONNEL:													
Administrative Salaries		\$ 68,800		\$14,77		1,920.10		0.80		100%			
Clerical Salaries		\$ 14,500		\$15.45		\$ 2,510.63		1.00		100%			
Fiscal/Accounting Salaries		\$ 12,229		\$14.77		\$ 2,400.13		1.00		100%			
Direct Services Salaries		\$ 175,975		\$15.25		\$ 2,478.13		1.00		3%			
SALARIES		\$ 271,504		\$17.00		\$ 2,762.50		1.00		100%			
				\$15.00		\$ 2,437.50		1.00		100%			
				\$15.75		\$ 2,559.38		1.00		100%			
Health Insurance													
Retirement		\$47,493		\$ 11.00		\$ 1,787.50		1.00		42%			
Life Insurance		\$294		\$ 11.00		\$ 953.37		0.53		48%			
Social Security (FICA)		\$20,770											
State Unemployment Insurance		\$3,147											
Worker's Comp.		\$5,410											
BENEFITS		\$93,404											
TOTAL PERSONNEL COST		\$ 364,908											
DIRECT COSTS													
Parking		\$0											
Rent (Glendale)		\$32,663											
Rent (El Monte)		\$7,864											
Utilities		\$0											
Telephone (Glendale)		\$4,800											
Telephone (El Monte)		\$1,200											
Repairs and Maintenance		\$0											
Audit (External)		\$2,000											
IT Services		\$9,000											
Payroll Service		\$3,500											
Printing		\$400											
Sparklets (Glendale)		\$840											
Sparklets (El Monte)		\$288											
Insurance		\$2,400											
Office Supplies		\$3,600											
Staff Mileage/Travel		\$4,800											
Conferences/Meetings		\$360											
Equipment Leased (Copiers Lease and Maintenance) Glendale		\$4,200											
Equipment Leased (Copiers Lease and Maintenance) El Monte		\$696											
Equipment Purchase		\$1,500											
Postage		\$2,414											
Contingency		\$0											
TOTAL DIRECT COST		\$82,625											
Indirect Cost		\$35,795											
TOTAL EXPENSES		\$ 483,228											
EXCESS REVENUE(EXPENSE)		(\$0)											

INTERNATIONAL INSTITUTE OF LOS ANGELES
REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA I)
BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

DIRECT COST

Payroll

Budget Line Item	Monthly Cost
Contract Manager (.4 FTE for SA I) (.38FTE for SA II) Cost for the position is \$5,376/month or \$2,150 for SA I.	\$ 2,150
Back-Up Contract Manager (1 FTE) Cost for the position is \$3,583/month.	\$ 3,583
Case Managers/Specialized Supportive Services Coordinator (4.83 FTE) 4.83 FTE case managers, including a SSS coordinator will be assigned to the project, with a caseload of about 90 REP participants per case manager. Total monthly budgeted cost for case managers is \$12,105.	\$ 12,105
Job Developer (1 FTE) One FTE job developer will be assigned to the project. The monthly salary for a job developer is \$2,559.	\$ 2,559
Accountant (.10 FTE) .10 FTE accountant will be assigned to the project. The monthly salary for this position is \$435.	\$ 435
Accountant (.08 FTE) .08 FTE accountant will be assigned to the project. The monthly salary for this position is \$190.	\$ 190
Payroll Technician (.07 FTE) One .07 FTE payroll technician will be assigned to this program. Monthly salary for this position is \$246.	\$ 246
Accounting Clerk (.07 FTE) One .07 FTE accounting clerk will be assigned to this program. Monthly salary for this position is \$148	\$ 148
Front Desk Receptionist/Scheduling Clerk (.42 FTE for SA I) (.38 FTE for SA II) One .42 FTE front desk receptionist will provide clerical support for the staff. The monthly salary for this position is \$751.	\$ 751
Office Assistant (.48 FTE for SA I) (.52 FTE for SA II) One .48 FTE office assistant will provide office support for the staff. The monthly salary for this position is \$751.	\$ 458
Total Monthly Salary and Wages	\$ 22,625

Note: monthly salary amounts are rounded to nearest dollar, and annual salary amounts are calculated by using partial dollar amounts that are included in monthly salaries. This results in apparent minor discrepancies if rounded numbers are directly multiplied to determine final salary amounts.

Employee Benefits

Budget Line Item	Monthly Cost
Health Insurance IILA covers the entire cost of full medical and dental insurance coverage for all employees working 25 hours or more. The monthly cost to cover all employees in this project is \$3,958.	\$ 3,958
Life Insurance IILA pays group life insurance costs of \$3/month for all employees working 25 hours or more. The monthly cost to cover all employees in this project is \$25.	\$ 25

INTERNATIONAL INSTITUTE OF LOS ANGELES
REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA I)
BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Retirement IILA provides up to 6% of total salary earnings for retirement for its employees. The cost to cover all employees in this project monthly is \$1,358.	\$ 1,358
Total Monthly Employee Benefits	\$ 5,340

Payroll Taxes

Budget Line Item	Monthly Cost
FICA/Medicare Social Security taxes are 7.65% of gross salary. The monthly costs for FICA (social security) payments for the month will be \$1,731.	\$ 1,731
SUI State Unemployment Insurance (SUI) costs 3.741% of monthly gross salary for each employee. Total monthly cost of SUI for this project will be \$262.	\$ 262
Workers Compensation Workers compensation rates depend on the workers classification by the workers comp insurance carrier. The total monthly cost for all employees on this project will be \$451.	\$ 451
Total Monthly Payroll Taxes	\$ 2,444

Insurance

Budget Line Item	Monthly Cost
Insurance Costs The cost for general liability, automobile liability, crime insurance and professional liability insurance as required by this program will be \$200/month.	\$ 200
Total Monthly Insurance Cost	\$ 200

Miscellaneous Direct Costs

Budget Line Item	Monthly Cost
Occupancy Rental costs for office space for service delivery will be \$3,377/month.	\$ 3,377
Supplies Office supplies include cost of paper, pens, staplers, file folders, desk supplies, toner, basic office equipment costing less than \$5,000 per purchase, and other basic office supplies not provided by DPSS. The monthly cost for these supplies is estimated to be \$394.	\$ 394
IT Services IILA prorates IT services costs by program. Cost for this will be \$750/month.	\$ 750
Travel Total staff travel mileage is estimated to be about 721 miles a month. IILA reimburses mileage at \$0.555/mile. Total monthly cost for mileage is \$400.	\$ 400
Printing Cost of printing business cards, various flyers, and other materials for the program are calculated as follows. Total monthly cost for printing is \$33	\$ 33

INTERNATIONAL INSTITUTE OF LOS ANGELES
REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA I)
BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Conferences/Meetings	
Total cost for conducting monthly conferences/meetings is \$30/month.	\$ 30
Telephone and Internet Costs	
Total monthly cost for telephone and internet will be \$500.	\$ 500
Postage	
Postage costs are estimated to be \$201/month.	\$ 201
Equipment Lease	
Lease costs for the Canon copiers is \$408/month.	\$ 408
Equipment/Office Furniture	
Includes purchase of desks, office chairs, waiting area furniture, filing cabinets, etc.	\$ 125
Audit	
The required agency-wide audits prorated by program. The monthly program cost is \$167.	\$ 167
Payroll	
An outside vendor performs much of our payroll processing. Total monthly cost will be \$292.	\$ 292
Total Monthly Miscellaneous Direct Costs	\$ 6,677

Total Direct Costs

Budget Line Item	Monthly Cost
Total Direct Costs	
Total direct costs are calculated by adding all the above direct costs: (\$22,625 Total salary) + (\$5,340 Total benefits) + (\$2,444 Payroll taxes) + (\$200 insurance costs) + (\$6,677 Miscellaneous Direct Cost) = \$37,286.	\$ 37,286

Total Indirect Costs

Budget Line Item	Monthly Cost
Management Overhead	
Management overhead is 8% cost for all direct costs listed above. The total monthly management overhead costs are (\$37,286)(8%)=\$2,983.	\$ 2,983

Total Monthly Direct and Indirect Costs

Budget Line Item	Monthly Cost
Total Monthly Direct and Indirect Costs	
The total cost for the program is calculated by adding the direct cost (\$37,286) and the indirect cost (\$2,983) for a sum of \$40,269.	\$ 40,269

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA II CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And International Institute of Los Angeles For Refugee Employment Program Services In Service Area II*, dated April 1, 2008 and further identified as County Contract Number REP08002, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,561,108 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

- 5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$120,807 (3 months)
Fiscal Year 2008-09	\$628,196
Fiscal Year 2009-10	\$483,228
Fiscal Year 2010-11	\$483,228
Fiscal Year 2011-12	\$362,421 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

- 5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$40,269, with a maximum cumulative total of \$483,228.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Ansell for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

INTERNATIONAL INSTITUTE OF LOS ANGELES

By E. Stephen Voss
E. Stephen Voss, President and CEO

By Sandra Rosas
~~Herminia Evangelista~~, Accounting Director, CFO
Sandra Rosas

APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL

By David Beaudet
David Beaudet, Senior Deputy County Counsel

Attachment B-1

CONTRACTOR'S BUDGET

**INTERNATIONAL INSTITUTE OF LOS ANGELES
REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA II)
BUDGET NARRATIVE**

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

DIRECT COST

Payroll

Budget Line Item	Monthly Cost
Contract Manager (.4% FTE for SA I) (.38FTE for SA II) Cost for the position is \$5,376/month or \$2,043 for SA II	\$ 2,043
Back-Up Contract Manager (1 FTE) Cost for the position is \$3,413/month.	\$ 3,413
Case Managers/Specialized Supportive Services Coordinator (4.78 FTE) 4.78 FTE case managers, including a SSS coordinator will be assigned to the project, with a caseload of about 91 REP participants per case manager. Total monthly budgeted cost for case managers is \$12,402.	\$ 12,402
Job Developer (1 FTE) One FTE job developer will be assigned to the project. The monthly salary for a job developer is \$2,400.	\$ 2,400
Accountant (.10 FTE) .10 FTE accountant will be assigned to the project. The monthly salary for this position is \$435	\$ 435
Accountant (.08 FTE) .08 FTE accountant will be assigned to the project. The monthly salary for this position is \$190.	\$ 190
Payroll Technician (.07 FTE) One .07 FTE payroll technician will be assigned to this program. Monthly salary for this position is \$246.	\$ 246
Accounting Clerk (.07 FTE) One .07 FTE accounting clerk will be assigned to this program. Monthly salary for this position is \$148.	\$ 148
Front Desk Receptionist/Scheduling Clerk (.42 FTE for SA I) (.38 FTE for SA II) One .4 FTE front desk receptionist will provide clerical support for the staff. The monthly salary for this position is \$679.	\$ 679
Office Assistant (.48 FTE for SA I) (.52 FTE for SA II) One .52 FTE Office Assistant will provide office support for the staff. The monthly salary for this position is \$496.	\$ 496
Total Monthly Salary and Wages	\$ 22,452

Note: monthly salary amounts are rounded to nearest dollar, and annual salary amounts are calculated by using partial dollar amounts that are included in monthly salaries. This results in apparent minor discrepancies if rounded numbers are directly multiplied to determine final salary amounts.

Employee Benefits

Budget Line Item	Monthly Cost
Health Insurance IILA covers the entire cost of full medical and dental insurance coverage for all employees working 25 hours or more. The monthly cost to cover all employees in this project is \$3,900.	\$ 3,900

**INTERNATIONAL INSTITUTE OF LOS ANGELES
REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA II)
BUDGET NARRATIVE**

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Life Insurance IILA pays group life insurance costs of \$3/month for all employees working 25 hours or more. The cost to cover all employees in this project for 1 month is \$24.	\$ 24
Retirement IILA provides up to 6% of total salary earnings for retirement for its employees. The cost to cover all employees in this project monthly is \$1,347.	\$ 1,347
Total Monthly Employee Benefits	\$ 5,271

Payroll Taxes

Budget Line Item	Monthly Cost
FICA/Medicare Social Security taxes are 7.65% of gross salary. The monthly costs for FICA (social security) payments for the month will be \$1,718.	\$ 1,718
SUI State Unemployment Insurance (SUI) costs 3.741% of monthly gross salary for each employee. Total monthly cost of SUI for this project will be \$264.	\$ 264
Workers Compensation Workers compensation rates depend on the workers classification by the workers comp insurance carrier. The total monthly cost for all employees on this project will be \$453.	\$ 453
Total Monthly Payroll Taxes	\$ 2,434

Insurance

Budget Line Item	Monthly Cost
Insurance Costs The cost for general liability, automobile liability, crime insurance and professional liability insurance as required by this program will be \$200/month.	\$ 200
Total Monthly Insurance Cost	\$ 200

Miscellaneous Direct Costs

Budget Line Item	Monthly Cost
Occupancy Rental costs for office space for service delivery will be \$3,705.	\$ 3,705
Supplies Office supplies include cost of paper, pens, staplers, file folders, desk supplies, toner, basic office equipment costing less than \$5,000 per purchase, and other basic office supplies not provided by DPSS. The monthly cost for these supplies is estimated to be \$317.	\$ 317
IT Services IILA prorates IT services costs by program. Cost for this will be \$750.	\$ 750
Travel Total staff travel mileage is estimated to be about 721 miles a month. IILA reimburses mileage at \$0.555/mile. Total monthly cost for mileage is \$400.	\$ 400

**INTERNATIONAL INSTITUTE OF LOS ANGELES
REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA II)
BUDGET NARRATIVE**

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Printing Cost of printing business cards, various flyers, and other materials for the program are calculated as follows. Total monthly cost for printing is \$33.	\$ 33
Conferences/Meetings Total cost for conducting monthly conferences/meetings is \$30/month.	\$ 30
Telephone and Internet Costs Total monthly cost for telephone and internet will be \$550.	\$ 550
Postage Postage costs are estimated to be \$203/month	\$ 203
Equipment Lease Lease costs for the Canon copiers is \$437/month.	\$ 437
Equipment/Office Furniture Purchase Includes purchase of desks, office chairs, waiting area furniture, filing cabinets, etc.	\$ 46
Audit The required agency-wide audits prorated by program. The monthly program cost is \$167.	\$ 167
Payroll An outside vendor performs much of our payroll processing. Total monthly cost will be \$292.	\$ 292
Total Monthly Miscellaneous Direct Costs	\$ 6,929

Total Direct Costs

Budget Line Item	Monthly Cost
Total Direct Costs Total direct costs are calculated by adding all the above direct costs: (\$22,452 Total salary) + (\$5,271 Total benefits) + (\$2,434 Payroll taxes) + (\$200 insurance costs) + (\$6,929 Miscellaneous Direct Cost) = \$37,286.	\$ 37,286

Total Indirect Costs

Budget Line Item	Monthly Cost
Management Overhead Management overhead is 8% cost for all direct costs listed above. The total monthly management overhead costs are (\$37,286)(8%)=\$2,983	\$ 2,983

Total Monthly Direct and Indirect Costs

Budget Line Item	Monthly Cost
Total Monthly Direct and Indirect Costs The total cost for the program is calculated by adding the direct cost (\$37,286) and the indirect cost (\$2,983) for a sum of \$40,269	\$ 40,269

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA III CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And Armenian Relief Society of Western USA For Refugee Employment Program Services In Service Area III"*, dated April 1, 2008 and further identified as County Contract Number REP08003, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,569,567 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

- 5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$121,206 (3 months)
Fiscal Year 2008-09	\$484,824
Fiscal Year 2009-10	\$630,271
Fiscal Year 2010-11	\$484,824
Fiscal Year 2011-12	\$363,618 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

- 5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$40,402, with a maximum cumulative total of \$484,824.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Ansell for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

ARMENIAN RELIEF SOCIETY OF WESTERN USA

By [Signature]
~~Armenyuk Melonian, President M.D.~~
Nyree Dardarian, chairperson

By Rita Hintlian
Rita Hintlian, Secretary
At Armenouki Tomassian

**APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL**

By David Beaudet
David Beaudet, Senior Deputy County Counsel

Attachment B-1
CONTRACTOR'S BUDGET

**REP CASE MANAGEMENT SERVICES
BUDGET SHEET FOR REP SERVICE AREA # 3**

DIRECT COST

<u>Payroll</u>	<u>FTE*</u>	<u>Monthly Salary</u>	<u>Total Annual</u>
Executive Director/Contract Manager	.60	\$ 4,095.00	\$ 49,140.00
Fiscal Director	.60	\$ 3,540.00	\$ 42,480.00
REP Supervisor/Back-Up Contract Mgr.	1	\$ 3,550.00	\$ 42,600.00
Case Manager	4	\$ 11,200.00	\$134,400.00
Job Developer/SSS	.50	\$ 1,100.00	\$ 13,200.00
Client Services Assistant/Clerical	1	\$ 2,675.00	\$ 32,100.00
Receptionist	.33	\$ 759.00	\$ 9,108.00

Total Annual Salaries and Wages.....\$323,028.00

* FTE=Full Time Equivalent Positions

<u>Employee Benefits</u>	<u>Mo. Cost Per Employee</u>	<u>Annual Cost All Employees</u>
Medical Insurance & Dental	\$ 454.58	\$43,803.00
401K	\$ 103.78	\$10,000.00
Total Annual Benefits.....		\$ 53,803.00

<u>Payroll Taxes</u>	<u>Mo. Cost Per Employee</u>	<u>Annual Cost All Employees</u>
FICA 7.65%	\$ 256.45	\$ 24,712.00
SUI 6.20%	\$ 36.17	\$ 3,485.00
Worker's Comp. 3.05%	\$ 102.24	\$ 9,852.00
SDI 1.00%	\$ 33.52	\$ 3,230.00
ETT 0.00%	\$ 0	0
Total Annual Payroll Taxes.....		\$41,279.00

<u>Insurance (List Type/Coverage)</u>	
General Liability	\$ 2,500.00
Total Annual Insurance Costs.....	\$ 2,500.00

<u>Miscellaneous Direct Costs</u>	
Supplies.....	\$ 3,800.00
Office Space...& Maintenance.....	\$ 30,500.00
Utilities.....	\$ 7,500.00
Communications.....	\$ 4,600.00
Printing.....	\$ 400.00
Audit.....	\$ 2,000.00
Mileage.....	\$ 874.00
Accountant	\$ 11,500.00
Miscellaneous Other Expenses.....	\$ 1,040.00
Total Annual Miscellaneous Direct Costs.....	\$ 62,214.00

**Office Equipment, Computer Hardware, Computer Software, and Equipment Maintenance costs are not to be included in this category.

TOTAL ANNUAL DIRECT COST \$482,824.00

INDIRECT COST

Equipment maintenance and Software.....\$ 2,000.00

TOTAL ANNUAL INDIRECT COST \$ 2,000.00

TOTAL ANNUAL DIRECT AND INDIRECT COST.....\$ 484,824.00

PROFIT (Please enter the percentage: 0%).....\$ 0

TOTAL ANNUAL COST.....\$ 484,824.00

Monthly contract amount for the extension from April 1, 2012 through March 31, 2013 is \$40,402.00

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA IV CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And Jewish Vocational Service For Refugee Employment Program Services In Service Area IV"*, dated April 1, 2008 and further identified as County Contract Number REP08004, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$3,021,000 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$142,500 (3 months)
Fiscal Year 2008-09	\$570,000
Fiscal Year 2009-10	\$741,000
Fiscal Year 2010-11	\$570,000
Fiscal Year 2011-12	\$427,500 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$47,500, with a maximum cumulative total of \$570,000.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Ansell for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

JEWISH VOCATIONAL SERVICE

By Vivian Seigel
Vivian Seigel, Chief Operating Officer
Executive

By Olwen Brown
Olwen Brown, Chief Financial Officer

**APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL**

By David Beaudet
David Beaudet, Senior Deputy County Counsel

Attachment B-1

CONTRACTOR'S BUDGET

JVS REP Case Management Services AREA 4
AMENDMENT # 4 BUDGET for 12 Months April 1, 2012 -> March 31, 2013

DIRECT COST

Payroll	FTEs	Monthly Rate	TOTAL ANNUAL
Chief Operating Officer	0.05	562	6,744
Contract Manager	0.3	1,947	23,364
Case Manager Sup	1	3,987	47,844
Case Managers (4)	4	11,536	138,432
SS Supportive Services CM	1	2,884	34,608
Job Developer	1	3,405	40,860
Intake Coordinator	2	4,968	59,616
Accountant	0.5	1,393	16,716
Total FTE	9.85		368,184
Total Salaries and Wages			\$368,184

Employee Benefits

	Mo. Cost per Employees	Annual Cost All Employees
Medical and dental Insurance	11.75%/12 of salary	\$43,262
Life Insurance	\$15.58/employee	\$1,842
LTD	0.57%/12 of total salary	\$2,099
Pension @6% of salaries		\$22,091

Total Annual Benefits **\$69,294**

Payroll Taxes

	Mo. Cost per Employee	Annual Cost
FICA	7.65%	\$28,166
SUI	2.31%	\$8,505
Worker's Comp.	3.05%	\$11,230
Total Annual Payroll Taxes		\$47,901

Fire, Theft & Liability insurance **\$15,010**

Miscellaneous Direct Costs

Office Rent	28,076
Utilities	4,154
Office Supplies	2,944
Postage	2,400
Program Materials	6,984
Community & Busi Relts	3,492
Dues and Subscriptions	3,772
Employee Training	3,540
Consultant/Workshop Fac	2,750

Total Annual Miscellaneous Direct Costs **\$58,112**

Other Costs/Satellite Sites **\$8,000**

Indirect Cost-Professional Fees **\$3,500**

TOTAL ANNUAL DIRECT AND INDIRECT COST **\$570,000**

NOTE:

Monthly contract amount for the extension period (April 1, 2012 through March 31, 2013) is \$47,500.

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA V CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And Armenian Relief Society of Western USA For Refugee Employment Program Services In Service Area V"*, dated April 1, 2008 and further identified as County Contract Number REP08005, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,524,220 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

- 5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$119,067 (3 months)
Fiscal Year 2008-09	\$590,572
Fiscal Year 2009-10	\$504,844
Fiscal Year 2010-11	\$476,268
Fiscal Year 2011-12	\$357,201 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

- 5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$39,689, with a maximum cumulative total of \$476,268.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

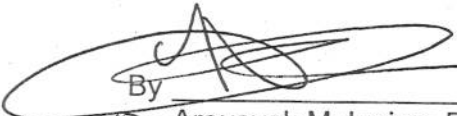
All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Ansell for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

ARMENIAN RELIEF SOCIETY OF WESTERN USA

By 
~~Arousyak Melonian, President~~ chairperson
Nylee Dorderian

By 
Rita Hintlian, Secretary
Armenouhi Tomassian

APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL

By 
David Beaudet, Senior Deputy County Counsel

Attachment B-1

CONTRACTOR'S BUDGET

REP CASE MANAGEMENT SERVICES BUDGET SHEET FOR REP SERVICE AREA # 5

DIRECT COST

<u>Payroll</u>	<u>FTE*</u>	<u>Monthly Salary</u>	<u>Total Annual</u>
Executive Director/Contract Manager	.60	\$ 4,095.00	\$ 49,140.00
Fiscal Director	.60	\$ 3,540.00	\$ 42,480.00
REP Supervisor/Back-Up Contract Mgr.	1	\$ 4,000.00	\$ 48,000.00
Case Manager	5	\$13,125.00	\$157,500.00
Job Developer/SSS	.50	\$ 1,100.00	\$ 13,200.00
Client Services Assistant/Clerical	.50	\$ 1,000.00	\$ 12,000.00
Receptionist	.36	\$ 828.00	\$ 9,936.00

Total Annual Salaries and Wages.....\$332,256.00

* FTE=Full Time Equivalent Positions

Employee Benefits	Mo. Cost Per Employee	Annual Cost All Employees
Medical & Dental Insurance	\$ 326.13	\$33,500.00
401K	\$ 66.20	\$ 6,800.00
Total Annual Benefits.....		\$ 40,300.00

Payroll Taxes	Mo. Cost Per Employee	Annual Cost All Employees
FICA 7.65%	\$ 247.45	\$ 25,418.00
SUI 6.20%	\$ 36.17	\$ 3,715.00
Worker's Comp. 3.05%	\$ 98.66	\$ 10,134.00
SDI 1.00%	\$ 32.35	\$ 3,323.00
ETT 0.0%	\$ 0	\$ 0
Total Annual Payroll Taxes.....		\$ 42,590.00

Insurance (List Type/Coverage)

General Liability \$ 2,500.00

Total Annual Insurance Costs.....\$ 2,500.00

Miscellaneous Direct Costs

Supplies.....	\$ 3,800.00
Office Space & Maintenance.....	\$ 22,000.00
Utilities.....	\$ 11,500.00
Communications.....	\$ 3,922.00
Printing.....	\$ 400.00
Audit.....	\$ 2,000.00
Mileage.....	\$ 500.00
Miscellaneous Other Expenses.....	\$ 1,000.00
Independent Contractor.....	\$ 11,500.00

Total Annual Miscellaneous Direct Costs.....\$ 56,622.00

Office Equipment, Computer Hardware, Computer Software, and Equipment Maintenance costs are **not to be included in this category.

TOTAL ANNUAL DIRECT COST \$474,268.00

INDIRECT COST

Equipment maintenance and Software.....\$ 2,000.00

TOTAL ANNUAL INDIRECT COST \$ 2,000.00

TOTAL ANNUAL DIRECT AND INDIRECT COST.....\$ 476,268.00

PROFIT (Please enter the percentage: 0%).....\$ 0

TOTAL ANNUAL COST.....\$ 476,268.00

Monthly contract amount for the extension from April 1, 2012 through March 31, 2013 is \$39,689.00

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA VI CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And Catholic Charities of Los Angeles For Refugee Employment Program Services In Service Area VI"*, dated April 1, 2008 and further identified as County Contract Number REP08006, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011, Change Notice Number One, dated January 31, 2011 and Change Notice Number Two, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,864,250 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

- 5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$135,106 (3 months)
Fiscal Year 2008-09	\$605,276
Fiscal Year 2009-10	\$637,701
Fiscal Year 2010-11	\$540,425
Fiscal Year 2011-12	\$405,319 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

- 5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$45,035, with a maximum cumulative total of \$540,425.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-2, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Arnold for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

CATHOLIC CHARITIES OF LOS ANGELES

By Gregory A. Cox
Monsignor Gregory A. Cox, Executive Director

By James Bathker
James Bathker, Chief Financial Officer

**APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL**

By David Beaudet
David Beaudet, Senior Deputy County Counsel

Attachment B-2

CONTRACTOR'S BUDGET

AMENDMENT #4

Page 2 of 6

**REP CASE MANAGEMENT SERVICES
BUDGET SHEET FOR REP SERVICE AREA #**

6DIRECT COSTPayroll

	No.	FTE*	Monthly Salary	Total Annual
Program Manager	1	60%	\$4,572.52	\$54,870.00
Back up Program Manager/ Case Manager Supervisor	1	50%	\$2,564.19	\$30,770.00
Program Assistant	1	33%	\$1,143.16	\$13,718.00
Case Manager Supervisor	1	30%	\$1,177.62	\$14,131.00
Case Manager	1	100%	\$3,294.43	\$39,533.00
Case Manager	1	100%	\$3,340.48	\$40,086.00
Case Manager	1	100%	\$2,864.19	\$34,370.00
Case Manager	1	95%	\$2,727.67	\$32,732.00
Job Developer/Specialized Supportive Services	1	55%	\$1,579.18	\$18,950.00
Administrative Assistant	1	25%	\$843.60	\$10,123.00
Program Secretary	1	100%	\$2,403.25	\$28,839.00

Total Annual Salaries and Wages \$318,122.00

* FTE=Full Time Equivalent Positions

	Mo. Cost Per Employee Employee(s)	Annual Cost All
Employee Benefits		
Health Insurance (Medical, Dental, and Vision)	\$3,367.50	\$40,410.00
Other (Retirement, GTL, LTD, AD&D)	\$1,929.95	\$23,159.00
Total Annual Benefits.....		<u>\$ 63,569.00</u>

	Mo. Cost Per Employee Employee(s)	Annual Cost All
Payroll Taxes		
FICA	\$1,643.64	\$19,724.00
Medicare	\$384.40	\$4,613.00
SUI	\$261.80	\$3,142.00
Worker's Comp.	\$260.79	\$3,130.00
Total Annual Payroll Taxes.....		<u>\$ 30,609.00</u>

Insurance (List Type/Coverage. See RFP, Appendix A, Paragraphs 8.25, 8.26. Insurance)	
General Liability Insurance including Crime Insurance	\$7,407.00
Workers' Compensation and Employers' Liability (please see payroll taxes)	N/A
Automobile Liability	N/A
Total Annual Insurance Costs.....	<u>\$7,407.00</u>

Miscellaneous Direct Costs	
Supplies	\$5,475.00
Services (list)	
Maintenance/office equipment	\$5,206.00

AMENDMENT #4

Page 2 a of 6

Service Area #6

Other (list)**	
Occupancy	\$21,840.00
Telephone	\$5,386.00
Audit Fees	\$7,837.00
Vehicles and Mileage	\$3,487.00
Conferences & Meeting	\$497.00
Miscellaneous	\$500.00

Total Annual Miscellaneous Direct Costs..... \$50,228.00

** Office Equipment, Computer Hardware, Computer Software, and Equipment Maintenance costs are not to be included in this category.

TOTAL ANNUAL DIRECT COST \$469,935.00

INDIRECT COST

General Accounting/Bookkeeping	N/A
Management Overhead (Please specify)	
Administrative Indirect Cost	\$70,490.00
Other (Please specify)	

TOTAL ANNUAL INDIRECT COST \$ 70,490.00

TOTAL ANNUAL DIRECT AND INDIRECT COST \$540,425.00

PROFIT (Please enter the percentage: 0 %) NONE***

TOTAL ANNUAL COST \$540,425.00

*** Catholic Charities is a non profit organization.

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$45,035

REP CASE MANAGEMENT SERVICES BUDGET SHEET FOR REP SERVICE AREA # 6

TOTAL ANNUAL COST.....\$540,425.00

		PERCENTAGE
Employment Services (ES)	\$108,085	20%
English Language Training (ELT)	\$ _____	%
On-the-Job Training (OJT)	\$ _____	%
Skills Training	\$ _____	%
Case Management	\$324,255	60 %
Other (Please list)	\$108,085	20 %

May include any of the following:

- Information and referral services
- Orientation
- Learning Disabilities Diagnosis Screening/Evaluation (LD)
- Post-Employment Services (PES)
- Post-Time Limited Services (PTL)
- Life Skills Workshops
- Clinical Assessment
- Refugee Family Support Services
- Evaluation of Records
- Mentoring (Family)
- Compliance
- Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
- Social adjustment services, including: (Specialized Supportive Services)
 - (1) Emergency services, as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
 - (2) Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
 - (3) Home management services (Life Skills Workshops), as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
- Child care for children, when necessary for participation in a service other than an employability service.
- Transportation, when necessary for participation in a service other than an employability service.
- Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
- Any additional service, upon County/State submission of a request to ORR and approval of the request by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.
- Citizenship and naturalization preparation services, including English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.
- Assistance in obtaining Employment Authorization Documents (EADs)

Employment Services (ES)

- Employment services, including the development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.
- Vocational and employability assessment services, including aptitude and skills testing.
- Translation and interpreter services, when necessary in connection with employment or participation in an employability service.
- Child care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Regular and Flex Job Services

English Language Training (ELT)

English language instruction, with an emphasis on English as it relates to obtaining and retaining a job.

- Vocational English-as-a-Second Language (VESL)
- Limited English Proficiency (LEP)

On-the-Job Training (OJT)

On-the job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.

- Work Experience (WEX)
- Transitional Subsidized Employment

Skills Training

Skills recertification, when such training meets the criteria for appropriate training in Sec. 400.81(b) of this part.

- Self-Initiated Program
- Vocational/Educational Training
- Remediation
- Professional Development

Case Management

...as defined in case management services means the determination of which service(s) to refer a refugee to, referral to such service(s), and tracking of the refugee's participation in such services(s).] of this part, for refugees who are considered employable under and for recipients of CalWORKs and GR who are considered employable, provided that such services are directed toward a refugee's attainment of employment as soon as possible after arrival in the United States.

- Appraisal
- Family Appraisal
- Coordinate and authorize supportive services
- Post-Employment Career Assessment
- Employment Retention Services
- Home Visit
- Sanction Action Plan

**REP CASE MANAGEMENT SERVICES REQUIRED LINE ITEM BUDGET NARRATIVE
FOR REP SERVICE AREA # 6****AGENCY NAME:**Catholic Charities of Los Angeles, Inc.
1531 James M. Wood Blvd.
Los Angeles, CA 90015

Descriptions below reflect Program share information only	PROGRAM SHARE MONTHLY COST	PROGRAM SHARE ANNUAL COST
DIRECT COSTS		
1 Payroll:		
Monthly salaries and fringe benefits have been established by Catholic Charities and are within competitive standards for similar positions. Employees hired at a higher level of experience will begin at a higher rate than those with less experience. Periodic and annual performance evaluations are processed annually. Annual merit increases are average at 3%. Vacation, sick leave and holidays are paid to regular employees. Details below on service area 6 staff positions reflect program share information only.		
Program Manager @ \$7,620.83 x 12 x 60% = \$54,870	\$ 4,572.52	\$ 54,870.00
Back up Program Manager/Case Manager Supervisor @ \$5,128.33 x 12 x 50% = \$30,770	\$ 2,564.19	\$ 30,770.00
Program Assistant @ \$3,464.08 x 12 x 33% = \$13,718	\$ 1,143.16	\$ 13,718.00
Case Manager Supervisor @ \$3,925.28 x 12 x 30% = \$14,131	\$ 1,177.62	\$ 14,131.00
Case Manager @ \$3,294.42 x 12 x 100% = \$39,533	\$ 3,294.43	\$ 39,533.00
Case Manager @ \$3,340.50 x 12 x 100% = \$40,086	\$ 3,340.48	\$ 40,086.00
Case Manager @ \$2,864.17 x 12 x 100% = \$34,370	\$ 2,864.19	\$ 34,370.00
Case Manager @ \$2,871.23 x 12 x 95% = \$32,732	\$ 2,727.67	\$ 32,732.00
Job Developer/Specialized Supportive Services Worker @ \$2,871.23 x 12 x 55% = \$18,950	\$ 1,579.18	\$ 18,950.00
Administrative Assistant @ \$3,374.33 x 12 x 25% = \$10,123	\$ 843.60	\$ 10,123.00
Program Secretary @ \$2,403.25 x 12 x 100% = \$28,839	\$ 2,403.25	\$ 28,839.00
Total Salaries and Wages	\$ 26,510.29	\$ 318,122.00
2 Employee Benefits:		
Health, Dental, Vision	\$ 3,367.50	\$ 40,410.00
average monthly cost \$450.20 per staff person x 7.48 FTE x 12 mos)		
Retirement @ 6% of total salaries	\$ 1,590.62	\$ 19,087.00
AD&D and Group Term Life @ 1.28% on total salaries	\$ 339.33	\$ 4,072.00
Total Benefits	\$ 5,822.24	\$ 63,569.00
3 Payroll Taxes:		
FICA @ 6.20% of total salaries	\$ 1,643.64	\$ 19,724.00
Medicare @ 1.45% of total salaries	\$ 384.40	\$ 4,613.00
SUI @ 6% of \$7,000 (\$420 max per person per year) x 7.48 FTE	\$ 261.80	\$ 3,142.00
Worker's Comp. @ 0.89% of total salaries of Supervisory and Clerical Staff	\$ 113.07	\$ 1,357.00
Worker's Comp. @ 1.07% of total salaries of Professional/Social Worker Staff	\$ 147.72	\$ 1,773.00
Total Payroll Taxes	\$ 2,550.63	\$ 30,609.00
4 Insurance (List/Type/Coverage)		
General Liability insurance including crime insurance: @ 1.6290% of total direct cost excluding audit fees.	\$ 617.25	\$ 7,407.00
Workers' Compensation and Employers' Liability (Please see payroll taxes)	0.00	0.00
Automobile Liability is paid by employees	0.00	0.00
5 Miscellaneous Direct Costs:		
a) <u>Supplies (Consumable)</u>		
Includes pens, pencils, postage, printer cartridges, xerox toner, paper, folders, staplers, scissors, calendars, video tapes, etc.		
(estimated at \$456.25 per month x 12 months = \$5,475)	\$ 456.25	\$ 5,475.00
b) <u>Services</u>		
- Maintenance/Office Equipment (estimated at \$433.83 per month x 12 months = \$5,206)	\$ 433.83	\$ 5,206.00

AMENDMENT #4

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Service Area 6

Descriptions below reflect Program share information only	PROGRAM SHARE MONTHLY COST	PROGRAM SHARE ANNUAL COST
Other (list)* <u>Office Equipment</u>		
1. <u>Service office</u> Catholic Charities Community Center (\$1.00 per square foot x 300 sqf per month x 12 months) 21600 Hart Street, Canoga Park, CA 91303 Monthly rent including utilities, building maintenance and repairs, janitorial services, security and employee parking	\$ 300.00	\$ 3,600.00
2. <u>Satellite office(s)</u> a) Catholic Charities - Glendale Community Center (\$1.56 per square foot x 974.36 sqf per month x 12 months) 4322 San Fernando Road, Glendale, CA 91204	\$1,520.00	\$ 18,240.00
d) <u>Telephone</u> - includes equipment and monthly charges for telephone, fax and DSL lines, (estimated at \$448.83 per month x 12 months = \$5,386)	\$ 448.83	\$ 5,386.00
e) <u>Audit Fees</u> - Audit costs include government audit and financial audit @ 1.7235% of total direct cost excluding general liability insurance	\$ 653.08	\$ 7,837.00
f) <u>Vehicles & Mileage</u> (Estimated at \$290.58 per month x 12 months = \$3,487)	\$ 290.58	\$ 3,487.00
g) <u>Conference & Meeting</u> Local Staff Development/Training, Conference & Meeting expenses (estimated at \$41.42 per month x 12 months)	\$ 41.42	\$ 497.00
h) <u>Miscellaneous</u> workshop, materials, refreshment, consultant cost, etc.	\$ 41.67	\$ 500.00
Total Miscellaneous Direct Costs	\$ 4,185.67	\$ 50,228.00
TOTAL DIRECT COST	\$ 39,161.25	\$ 469,935.00
INDIRECT COSTS:		
General Accounting/Bookkeeping	0.00	0.00
Management Overhead (Please specify) Administrative Indirect Costs are 13.0435% of total program cost** (direct and indirect) Processing for payroll, accounts payable, banking, compliance and reporting, licensing, informational tax returns, accreditations and quality assurances, human resources, finance, security and safety, and executive oversight.	\$ 5,874.17	\$ 70,490.00
Other (Please specify)		
TOTAL INDIRECT COST	\$ 5,874.17	\$ 70,490.00
TOTAL ANNUAL DIRECT AND INDIRECT COST		\$ 540,425.00
PROFIT (Please enter the percentage: _____ 0 _____ % ***Catholic Charities is a non profit organization		NONE ***
TOTAL ANNUAL COST		\$ 540,425.00

*Office Equipment, Computer Hardware, Computer Software, and Equipment Maintenance costs are not to be included in this category

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$45,035

REP CASE MANAGEMENT SERVICES MONTHLY EMPLOYEE BENEFITS

Medical Insurance/Health Plan

Employer Pays 75% Employee Pays 25% Total Premium \$ Depends on plan selected

Annual Deductible:

Employee Depends on plan selected

Family Depends on plan selected

Coverage (check all applicable):

<input checked="" type="checkbox"/>	Hospital Care : Inpatient	\$	Outpatient	\$
<input checked="" type="checkbox"/>	X-Ray & Laboratory			
<input checked="" type="checkbox"/>	Surgery			
<input checked="" type="checkbox"/>	Office Visits			
<input checked="" type="checkbox"/>	Pharmacy			
<input checked="" type="checkbox"/>	Maternity			
<input checked="" type="checkbox"/>	Mental Health/Chemical Dependency, Inpatient			
<input checked="" type="checkbox"/>	Mental Health/Chemical Dependency, Outpatient			

Dental Insurance

Employer Pays 50% Employee Pays 50% Total Premium \$ Depends on plan selected

Life Insurance

Employer Pays 100% Employee Pays 0% Total Premium \$ Depends on salary and age

Vacation

Number of Days: 12-15 days per year
Any Increase After 5 Years of Employment, Number of Days 14-18

Sick Leave

Number of Days: 10 Per Year

Holidays

Number of Days: 12 , Per Year

Retirement

Employer Pays 100% Employee Pays 0% Total \$ Depends on salary and age

**AMENDMENT NUMBER FOUR
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA VII CONTRACT**

Reference is made to the document entitled, *"Contract By And Between County of Los Angeles And Community Enhancement Services For Refugee Employment Program Services In Service Area VII"*, dated April 1, 2008 and further identified as County Contract Number REP08007, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as *"Contract"*.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:

4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$1,917,476 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

- 5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$90,447 (3 months)
Fiscal Year 2008-09	\$361,788
Fiscal Year 2009-10	\$470,324
Fiscal Year 2010-11	\$361,788
Fiscal Year 2011-12	\$271,341 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

- 5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$30,149, with a maximum cumulative total of \$361,788.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By Phil Ansell for Sheryl L. Spiller
Sheryl L. Spiller, Acting Director
Department of Public Social Services

COMMUNITY ENHANCEMENT SERVICES

By Zigmund Vays
Zigmund Vays, President

By Lusin Kuyumjyan
Lusin Kuyumjyan, CFO

**APPROVED AS TO FORM:
JOHN KRATTLI, ACTING COUNTY COUNSEL**

By David Beaudet
David Beaudet, Senior Deputy County Counsel

Attachment B-1

CONTRACTOR'S BUDGET

**COMMUNITY ENHANCEMENT SERVICES
REP CASE MANAGEMENT SERVICES
BUDGET SHEET FOR REP SERVICE AREA # 7**

DIRECT COST

<u>Payroll</u>	<u>FTE*</u>	<u>Monthly Salary</u>	<u>Total Annual</u>
REP Program Manager/Case Mgr Supervsr	1	\$ 4,494	\$ 53,928
Job Developer/Case Manager 1	1	\$ 3,271	\$ 39,249
Spec.Support Svc Coordinator/Office Clerk	1	\$ 2,242	\$ 26,901
Case Manager 2	1	\$ 3,087	\$ 37,044
Case Manager 3	1	\$ 3,087	\$ 37,044
Case Manager 4	0.5	\$ 1,544	\$ 18,528
Total Annual Salaries and Wages.....		\$	212,694

*FTE=Full Time Equivalent Positions

<u>Employee Benefits</u>	<u>Mo.Cost Per Employee</u>	<u>Annual Cost All Employees</u>
Medical Insurance	\$ 540	\$ 32,400
Dental Insurance	\$ -	\$ -
Life Insurance	\$ -	\$ -
Other (list)	\$ -	\$ -
401(k) Retirement Plan	\$ 292	\$ 17,520
Total Annual Benefits.....		\$ 49,920

<u>Payroll Taxes</u>	<u>Mo.Cost Per Employee</u>	<u>Annual Cost All Employees</u>
FICA	\$ 230	\$ 16,560
SUI	\$ 21	\$ 1,512
Worker's Comp	\$ 20	\$ 1,440
Other (list)	\$ -	\$ -
Total Annual Payroll Taxes		\$ 19,512

Insurance (List Type/Coverage. See RFP, Appendix A, Paragraphs 8.25, 8.26, Insurance)		
General Liability/Excess/Umbrella (\$1M each occur; \$2M gen aggregate)	\$ 2,000	
Crime Insurance (\$350,000 employee dishonesty; \$100,000 forgery)	\$ 110	
Profess. Liab/Directors & Officers Liab. (\$1M per occur; \$2M gen. aggregate)	\$ 1,460	
Total Annual Insurance Costs.....	\$	3,570

<u>Miscellaneous Direct Costs</u>		
Supplies.....	\$ 5,800	
Other(list).....		
Office rent.....	\$ 33,922	
Mileage.....	\$ 600	
Telephone and Utilities.....	\$ 8,950	
Total Annual Miscellaneous Direct Costs.....	\$	49,272

** Office Equipment, Computer Hardware, Computer Software, and Equipment Maintenance costs are not to be included in this category.

TOTAL ANNUAL DIRECT COST \$ 334,968

INDIRECT COST

General Accounting/Bookkeeping.....	\$ 13,000	
Management Overhead (Please specify)		
Executive Director, Audit cost.....	\$ 7,000	
Other (Please specify)		
Office Cleaning.....	\$ 1,300	
Copier lease & Equipment maintenance.....	\$ 2,500	
Payroll Processing.....	\$ 1,320	
Computer Maintenance.....	\$ 1,700	
TOTAL ANNUAL INDIRECT COST	\$	26,820

TOTAL ANNUAL DIRECT AND INDIRECT COST.....	\$	361,788
PROFIT (Please enter the percentage: 0 %)	\$	-
TOTAL ANNUAL COST.....	\$	361,788

MONTHLY CONTRACT AMOUNT FOR THE EXTENSION (APRIL 1, 2012 THROUGH MARCH 31, 2013): \$30,149